

# Are you new to volunteering?

## Does your team need an introduction to volunteering issues?

### Take advantage of our *free* regional Volunteer Training courses.

Coffs Harbour: 10 & 11 June, 9.30am–1pm

Armidale: 1 July, 9.30am–1pm

Cobar: 7 July, 9.30am–1pm

Ballina: 29 June, 9.30am–1pm

Dubbo: 6 July, 9.30am–1pm

Broken Hill: 9 July, 9.30am–1pm

FaHCSIA and The Centre are providing *free* Volunteer Training courses for volunteers in areas where little or no training is usually available. Regional Sessions will be held in the mid coastal; northern NSW regions and western regions.

*This course is ideal for new volunteers, new managers of volunteers or staff of not-for-profit organisations wishing to become more familiar with basic volunteering issues.*

#### Topics covered in this introductory course include:

- **What is volunteering all about and what is a volunteer**  
The participant will understand the distinction between volunteers and paid staff. This module looks at issues that arise as new volunteers enter an organisation. Newly appointed volunteers, and their coordinators, and others intending to utilise volunteers in their organisation will benefit from the module.
- **The benefits of volunteering**  
An opportunity to guide the participants through a variety of outcomes provided through volunteering that may not have been considered by both the volunteer and the organisation.
- **The rights of volunteers and organisations that engage in volunteering**  
This module will introduce participants to the key legal requirements and obligations of employing and managing volunteers.
- **The responsibilities of volunteers and organisations that engage in volunteering**  
Participants will gain an understanding of your organisations requirements for volunteers. The module covers such topics as duty-of-care and negligence, the importance of good induction and orientation and the importance of good management and motivation from within the organisation to gain maximum advantage throughout the process.
- **What to consider when thinking of volunteering**  
The session gives an understanding of a variety of types of volunteers and their motivations.
- **How to find a suitable volunteering position**  
Outlining the recruitment of volunteers, including sourcing volunteers, developing job descriptions and interviewing as well as how and where to advertise and accommodating volunteer "potential".
- **National Standards and how to apply to volunteering**  
The final module directs participants in the development of an overall implementation framework for their organisation based on the issues they identify using the *National Standards Assessment Tool*.

Register today!

Phone Jane Elliot on 02 9261 3600 or email [jelliott@volunteering.com.au](mailto:jelliott@volunteering.com.au)

## Free Regional Volunteer Training

June, July 2010 – Coffs Harbour, Ballina, Armidale, Dubbo, Cobar, Broken Hill